

## **12 FAH-3 H-030 PERSONNEL DUTIES**

*(TL:FOMH-1; 12-04-1995)*

### **12 FAH-3 H-031 DIRECTOR, OFFICE OF FIELD OFFICE MANAGEMENT (DS/DSS/FLD)**

*(TL:FOMH-1; 12-04-1995)*

- a. Provides oversight and direction to all DS field and resident offices.
- b. Serves as the Contracting Office Technical Representative (COTR) for the contract investigator program.
- c. On all matters, reports directly to the Director of the Diplomatic Security Service (DS/DSS).
- d. Carries out inspections of each field office on at least a biannual basis to ensure conformance to applicable procedures and regulations.

### **12 FAH-3 H-032 SPECIAL AGENT IN CHARGE**

*(TL:FOMH-1; 12-04-1995)*

- a. A special agent in charge (SAC) is responsible for directing and managing all investigative and operational matters in a field office and for formulating and interpreting instructions, policy directives, rules, and regulations for the guidance and information of subordinates.
- b. The SAC also maintains contacts and coordinates with high ranking officials of other U.S. Government agencies and foreign consulates; Federal, State, and local law enforcement agencies; and other organizations to coordinate the resources needed to carry out assigned duties.
- c. The SAC works under the administrative supervision of and reports directly to the Director of DS/DSS/FLD.
- d. Within the range of established policy, the Director of DS/DSS/FLD delegates to SACs the authority to make independent decisions and to exercise personal judgment and initiative for resolving specific problems

within their regional jurisdiction.

e. The SACs supervisory responsibilities primarily involve:

- (1) Resolution of policy and operational problems encountered by subordinates;
- (2) Coordination of the work of the field and resident offices including relations with other Department offices;
- (3) Inspection and correction, as necessary, of staff performance;
- (4) Interviewing applicants for employment and making recommendations on selection of candidates to fill field and resident office staff vacancies;
- (5) Effecting or recommending any necessary disciplinary action involving field office employees;
- (6) Providing and/or recommending the training necessary to improve staff development and efficiency;
- (7) Selecting, training and oversight of the special investigators assigned to his or her field office;
- (8) Providing to the Director the estimated annual funding requirements; and
- (9) Monitoring the assignment of the investigative cases.

f. The SACs are responsible for carrying out inspections of their respective resident offices on at least a biannual basis to ensure conformance to applicable procedures and guidelines.

## **12 FAH-3 H-033 ASSISTANT SPECIAL AGENT IN CHARGE**

*(TL:FOMH-1; 12-04-1995)*

a. The assistant special agent in charge (ASAC) acts as deputy for and reports to the SAC. The ASAC:

- (1) Supervises daily operations of the field office;
- (2) Reviews the work of subordinates for completeness, proficiency and progress;

- (3) Drafts and/or reviews performance ratings;
  - (4) Inspects resident offices on a regular basis;
  - (5) Acts as head of the office in the absence of the SAC;
  - (6) Provides supervision and guidance to the field office staff on day-to-day problems, assignments and operations;
  - (7) Advises the SAC on all field office investigative and operational matters;
  - (8) May make policy recommendations to the SAC on the operations of a field office; and
  - (9) Directs the implementation of instructions and guidance from DS headquarters by the field office staff.
- b. The ASAC will normally only be directly involved in an investigation if it is unusually difficult or complex. The ASAC will prepare or carefully supervise preparation of comprehensive reports of such investigations whenever they are to be used in subsequent administrative and judicial proceedings.
- c. The ASAC assists in the preparation of protective details, as required. He or she may participate directly in protective details in a senior capacity, especially by maintaining contacts with officials of other Federal and local law enforcement agencies essential to the performance of the assigned duties.

## **12 FAH-3 H-034 RESIDENT AGENT**

*(TL:FOMH-1; 12-04-1995)*

- a. The resident agent (RA) is responsible for completion of investigations and other assignments within his or her area of geographical responsibility.
- b. The RA maintains contacts and coordinates with high ranking officials of other Federal agencies and foreign consulates; Federal, State, and local law enforcement agencies; and other organizations to coordinate the resources needed to accomplish Department assignments.
- c. RAs receive their assignments and operational guidance from the SAC of the parent field office.

## **12 FAH-3 H-035 SECTION CHIEF**

*(TL:FOMH-1; 12-04-1995)*

- a. A section chief in large and medium size field offices works under the guidance of the ASAC. Section chiefs are supervisory special agents responsible for the direct supervision of senior special agents and special agents.
- b. Section chiefs make assignments and provide guidance on investigative techniques, procedures, and report writing requirements. They are responsible for reviewing the substance and quality of each agent's Reports of Investigation.
- c. The section chief also participates directly in the advance planning and activities necessary for the personal protection of visiting dignitaries.

## **12 FAH-3 H-036 SENIOR SPECIAL AGENT**

*(TL:FOMH-1; 12-04-1995)*

- a. In large field offices, and some resident offices there may be senior special agents who serve as working supervisors under the direct supervision of the SAC or a section chief.
- b. Senior special agents often devote a major part of their time conducting the most sensitive and complex investigations.
- c. Senior special agents act in the capacity of the ASAC or Section Chief in their absence, responsible for coordinating the operational aspects of the office or section, making investigative assignments, and providing guidance on investigative techniques, procedures, and report writing. A senior special agent will provide advice and guidance to special agents within his or her office.

## **12 FAH-3 H-037 SPECIAL AGENT**

*(TL:FOMH-1; 12-04-1995)*

- a. Special agents of the Department's Diplomatic Security Service (DSS) are responsible for:
  - (1) Investigating violations of Federal statutes which involve passport and visa fraud;

- (2) Background investigations of prospective employees and high level appointees to the Department; and
  - (3) Update investigations on incumbent employees.
- b. Special agents also serve on protective details which protect official representatives of a foreign government and other distinguished visitors to the United States, the Secretary of State, and official representatives of the U.S. Government.

## **12 FAH-3 H-038 AND H-039 UNASSIGNED**